



Cerebral Palsy United Football Club Safeguarding Policy

Introduction to the Policy

Cerebral Palsy United FC believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice that protects them.

We recognise that:

- The welfare of the child (up to the age of 18 years) is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, and their family is essential in promoting and embedding this policy.

The purpose of the policy:

- To provide protection for the children who receive Cerebral Palsy United FC services.
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child may be experiencing, or be at risk of, harm.

This policy applies to all staff, including permanent, casual or volunteers regardless of their role within CPUFC.

We will seek to safeguard children by:

- Valuing them, listening to and respecting them
- Adopting safeguarding guidelines and best practice through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and best practice



- Sharing information about concerns with the appropriate agencies in a confidential manner
- Providing effective management for staff and volunteers through supervision, support and training.

We are committed to reviewing our policy and best practice on a regular basis.

Safer Recruitment

Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people. These procedures should be adopted whether staff is paid or voluntary, full or part time.

Advertising

Any form of advertising used to recruit staff, whether paid or voluntary must reflect the:

- Aims of the organisation where appropriate, the particular program involved
- Responsibilities of the role
- Level of experience or qualifications required
- The organisation's open and positive stance on child protection

Pre-application information

Which is normally sent to interested or potential applicants must contain:

- A job description including roles and responsibilities
- A person specification
- An application form including self-declaration



Applications

All applicants must complete an application form, which should elicit the following information:

- Name, address and national insurance number
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport
- Any criminal record
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people ideally this will be the previous employer.

Checks and References

- A minimum of two written references must be taken up with at least one associated with former work with children/young people.
- If an applicant has no experience of working with children, training is strongly recommended.
- If deemed necessary depending on the information received through written references, then a follow up and confirmed telephone conversation will take place.
- All staff that are eligible must undergo Disclosure & Barring Service check (DBS) Enhanced child specific.
- Those applicants who are resident abroad or who have not lived in the UK for 6 months, must seek a letter of good conduct from the Town Hall of their last non-UK address
- If any doubts or concerns are raised through the application form, references or DBS checks, all information must be reported to Safeguarding Manager.

Interview and induction

It is always necessary to conduct a formal interview, ensuring that:

- Qualifications are substantiated
- Training Needs Analysis (TNA) is completed
- The expectations, roles and responsibilities of the job are clarified
- Specific questions relating to the role and the reason why they want to work with Children are asked.



Training

- Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.
- It is recommended that all staff, paid or voluntary, with access to children must have up to date qualifications or receive training.

Monitoring and Appraisal

All staff or volunteers should be given the opportunity to receive formal feedback through an appraisal or informal feedback at regular intervals.

Complaints and disciplinary procedures

All staff should be made aware of the procedures.

Abuse

- Poor Practice is unacceptable and will be treated seriously with appropriate action.
- Any behaviour that contravenes existing Codes of Conduct infringes an individual's rights and/or reflects a failure to fulfill the highest standards of care is an indication of Poor Practice.
- On occasions a child or young person may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as 'acceptable'.

What is abuse?

- Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm.
- It commonly occurs within a relationship of trust or responsibility and represents an abuse of power or a breach of trust.
- Abuse can happen to a child regardless of their age, gender, race, ability, culture or sexual orientation.
- It is generally accepted that there are four main forms of abuse.



The following definitions are based on those from Working Together to Safeguard Children (HM Government 2006).

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal drug abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.
- Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or induces illness in a child."
- Sexual Abuse is when adults, both male and female, or other children, use children to meet their own sexual needs. It involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve contact including penetrative acts (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways."
- Emotional Abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone."



Indications that a young person maybe abused or suffering abuse include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act.
- Someone expresses concern about the welfare of the child.
- Unexplained changes in behaviour (e.g. becoming quiet, withdrawn or sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults particularly those with whom a close relationship would be expected.
- Difficulty making friends.
- Difficulty in socializing with other children.
- Displays variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- Becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of these indicators is not proof that abuse is taking place.

Remember that: It is not the responsibility of coaches, staff or volunteers to decide that abuse is taking place, but it is their responsibility to act on any concerns.

Anti-Bullying Policy

- We are committed to providing a safe and friendly environment for all so that they can participate in a safe and secure atmosphere.
- Bullying of any kind is unacceptable.
- If bullying does occur, all staff, parents and children should know that incidents would be dealt with promptly and effectively.
- It is expected that anyone who knows of bullying is happening must inform his or her line manager.



Objectives:

- To have a clear understanding of what bullying is.
- To know what the anti-bullying policy is and follows it when bullying is reported.
- All children and their parents/carers should know what the anti-bullying policy is and what they should do if bullying arises.
- To take bullying seriously and not tolerate it.

The importance to respond to Bullying

- No one deserves to be a victim of bullying.
- Everybody has the right to be treated with respect.
- Individuals who are bullying need to learn different ways of behaving.
- The impact upon a child or young person can be devastating and in some cases affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

Bullying Signs and Symptoms

“Bullying is the deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated uncomfortable or unhappy. Bullying includes racist and homophobic behaviour.”

Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others.

The following are examples of bullying that staff should watch out for:

- Says that they are being bullied
- Is unwilling to go to sessions
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or training equipment damaged
- Has possessions go ‘missing’
- Asks for money or starts stealing money
- Has unexplained cuts or bruises
- Gives improbable excuses for any of the above



In more extreme cases the child:

- Starts stammering
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

Anti-Bullying Procedure

- Report the bullying incident(s) to the Activity Safeguarding Officer or manager.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- In cases of serious bullying, the incidents will be referred to the Safeguarding Manager for advice and to The FA Case Management System, if deemed necessary.
- The Parents of the victim & accused should be informed & will be asked to come in to a meeting to discuss the incident(s).
- If necessary and appropriate, the Police will be consulted.
- Attempt(s) will be made to help the bully (bullies) change their behaviour.

- If mediation fails and the bullying is seen to continue, CPUFC will initiate disciplinary action.

Recommended action for children experiencing bullying

If the Coach or Safeguarding Officer decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below:

- Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails or is not appropriate, a panel consisting of the Safeguarding Officer, Coach and Manager and/or Safeguarding Manager should meet with the parent and child alleging bullying to get details of the allegation.
- Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation.
- Minutes should again be taken and agreed.
- If bullying has in the panel's view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues.



- Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- CPUFC should monitor the situation for a given period to ensure the bullying is not being repeated.
- Relevant individuals such as coaches involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning.

Recommendation action for adults bullying children in the case of adults reported to be bullying anyone within CPUFC under the age of 18 years:

- The Safeguarding Manager should always be informed and will advise on action to be taken.
- A panel consisting of the Adult's manager, the Safeguarding Manager and if deemed necessary further panelists should meet with the child alleging bullying and parents to get details of the allegation.
- Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged bully and representative to put the incident raised to them to answer and give their view of the allegation.
- Minutes should again be taken and agreed.
- The management of allegations flow chart will be followed which may recommend no further action; training, supervision and monitoring or disciplinary action.
- More serious cases may be referred to the Police and/or Statutory agencies.

Management of Allegations

- The term disclosure in this context is used to describe the sharing of Safeguarding concern(s).
- There is a legal and moral obligation to report any concerns about a child or young person in any context.
- CPUFC will support anyone who, in good faith, reports his or her concern(s), even if that concern is proved to be unfounded.



Disclosure made by a child about an adult

If a child or young person informs you that they are worried about someone's behaviour towards them, the person receiving the disclosure should:

- React calmly so as not to frighten the child or young person
- Ensure the immediate safety of the child or young person
- Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments
- Tell the child or young person that he or she is not to blame and that he or she was right to tell
- Take what the child or young person says seriously
- If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a Safeguarding issue

- Avoid leading the child or young person and keep any questions to the absolute minimum.
- Ask only what is necessary to ensure a clear understanding of what has been said
- In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence
- Inform the designated person immediately. If they are unavailable contact local Children's Services or the Police for guidance.
- The Safeguarding Officer must then notify the parents/carers immediately unless you have specific reason not to, e.g. the child has named the parent/carer as the abuser.

Disclosure made by a child about a child

- Any allegation concerning the abuse of a child by another Child must be dealt with in the same approach as the guidance above.
- Any such allegation should be reported immediately to the Safeguarding Officer who will inform the Safeguarding Manager.
- A risk assessment decision, based on the advice of the Local Authority Designated Officer (LADO), will be made and followed.



Disclosure made against a member of staff

Complying with “Working Together To Safeguard Children, 2006”, in respect of cases where it alleged that a member of staff who works with children/ young people has “behaved in a way that has harmed or may harm a child; possibly committed a criminal offence against or related to a child; behaved towards a child / young person in a way that indicates she/he is unsuitable to work with children”, CPUFC will ensure that the matter is immediately reported to the LADO of the venue address and Trafford Children’s Services.

Suspension or paid leave is a neutral act without prejudice, which must be considered in any case where there is cause to suspect that a child / children are at risk of significant harm or the allegations warrant investigation by the police.

The advice from the LADO will be considered in such circumstances. In all cases it must be understood that suspension or paid leave is a neutral act. The fact that a person tenders their resignation or ceases to provide their services must not prevent the continuation of the prescribed procedure.

Every effort must be made to maintain confidentiality and guard against publicity while an allegation is being investigated in order to protect the child/ young person and to protect the person against whom the allegation has been made.

In the event of an employee becoming ‘barred’ through the Disclosure & Barring Service (DBS), CPUFC disciplinary procedure will be invoked and a decision will be reached based on the information obtained.

A DBS bar overrules any internal preference CPUFC may have. If a person is barred, they must be removed from a regulated activity.

Inappropriate behaviour will not necessarily lead to suspension, but the LADO may impose conditions for continued employment. Compliance with these conditions will be monitored by the LADO.

An internal disciplinary procedure may take place at the discretion of CPUFC. If an individual is removed from their post due to an allegation or inappropriate behavior, the Safeguarding Manager must make a referral to DBS.

All incidents or allegations of abuse or inappropriate must be reported immediately to the Safeguarding Officer, whose responsibility is to contact the Safeguarding Manager who will, in turn, contact the LADO. At all times complete confidentiality and sensitivity must be maintained. The investigation will consider three categories: “HARM” – “CRIMINAL ABUSE” – “UNSUITABLE BEHAVIOUR”



Whistleblowing Policy

All organisations face the risk of things going wrong or of unknowingly harboring malpractice and have a duty to identify such situations and take the appropriate measures to remedy the situation, by encouraging a culture of openness within our organisation. Prevention is better than cure. That is one of the aims of this policy.

By encouraging a culture of openness, we want to encourage workers to raise issues, which concern them at work. Workers have a right and duty to raise matters of concern they may have about the services being offered by Cerebral Palsy UTD FC or serious malpractice associated with them. Workers may be worried that by reporting such issues they will be opening themselves up to victimization or detriment, or risking their job security. However, law protects all staff if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken.

By knowing about malpractice at an early stage CPUFC stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, please, do not hesitate to “blow the whistle” on malpractice.

This policy is designed to ensure workers raise concerns properly and to ensure that mechanisms exist whereby issues raised by workers will be addressed quickly and effectively. The policy also sets out the legitimate course of action, which may be taken by the worker to raise issues with parties outside of CPUFC if an issue is not addressed internally, or it is felt that by raising it internally may lead to evidence of malpractice being concealed.

The purpose of this policy is to outline how workers may deal with concerns about other workers and/or service provision which may have an impact or threaten the wider public interest. Please note that this policy does not affect the existing Grievance Procedure. If workers have a complaint about their own personal circumstances then they should use the normal Grievance Procedure. If workers have concerns about malpractice within the organisation then they should use the procedure outlined in this policy.



Recording Information

Well-kept records are essential to good practice. Information passed to statutory agencies must be as helpful as possible, thus the necessity for making a detailed record as follows:

- Name of young person, age and date of birth
- Address and contact details
- Whether the concerns/allegations are your own or somebody else's
- The nature of the concern/allegation
- What you have observed or heard
- A description of any visible bruising or other injuries
- The young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay.
- Reporting the matter to statutory agencies should not be delayed by attempts to obtain more information.
- Whenever possible referrals telephoned to Children's Social Care should be confirmed in writing within 24 hours.
- A record should also be made of the name and designation of the Children's Social Care member of staff or police officer to whom the concerns were passed, together with the time and date of the call in case any follow up is needed.

Dissemination of Policy and Review

- This policy is issued to all staff and will be reviewed annually by the Club Trustees.
- This policy works in collaboration with The FA and Local Authority policies and guidance.
- Any deficiencies or weaknesses identified in child protection arrangements will be remedied without delay.



Specific Guidelines

- Physical contact is only permissible for the purposes of CARE; INSTRUCTION; RESTRAINT.
- Physical Restraint occurs whenever a member of staff, using intentional force, physically restricts a child's movement against their will.
- 'Physical restraint does not include the use of gentle physical prompting or guidance where the child is happy to comply and the aim is to assist him or her to participate appropriately in activities'.
- It is a procedure for dealing with an unsafe or crisis situation.
- It must not be used as a form of punishment.
- Deliberate use of physical contact to punish a child or young person, cause pain or injury or humiliation is unlawful, regardless of the severity of the child or young person's behaviour or the degree of provocation.

Behaviour Management

Before restraint is considered, it is advisable to calmly warn the child of your intention. If restraint is necessary seek to calm the child, reminding them that when they begin to exercise self- control, the need for restraint would end.

Examples would include:

- Physically interposing between children
- Blocking a child's path
- Holding
- Pushing or pulling
- Leading a child by the hand or arm
- Shepherding a child away by placing a hand in the centre of his/her back.

In all cases of physical contact with children, it might ultimately be for the courts to decide whether a person acted reasonably and the consequences for an error of judgment could be serious.

One to One situations may be necessary in a learning environment especially if they are to avoid damaging the self-esteem of a young player, although this makes the coach more vulnerable to allegations.

Wherever possible it is advisable to draw the player to one side so that, although private, the discussion may take place in full view of others. This is for your protection. If it is considered that such a discussion will benefit from being away from others, a meeting should be organised with the knowledge of a senior



member of staff and carer/parent. If possible, another member of staff should also be present or doors left open. Whenever possible parents should be present at such meetings. There should be nothing that is said to a young player that parents cannot hear.

Feedback to players should always be constructive and age appropriate.

Site Specific Guidelines

- All staff are responsible for the welfare and safety of the group through the duration of the activity.
- All venues must have a thorough risk assessment completed, and up dated when necessary.
- Under no circumstance should a student be allowed to leave the venue with their parent/carer.

Supervision

- Appropriate ratios of adult to children must be maintained for all activities so that adequate supervision is ensured from the staff.
- There must be staff supervision when children are using lifts, visiting shops and when using the toilet.
- In 'downtime' appropriate remote supervision may be used depending on the activity and the age of the children.
- Children under the age of 11 years must be supervised at all times.
- Adult to Student Ratios 1:8 for under 8's 1:10 for over 8's
- These Ratios MUST NOT be exceeded

Registers

- Staff for all activities must ensure that comprehensive registers are taken and are up to date.
- These documents must be kept for a minimum of three years, as they may be needed as forms of evidence in cases of child protection or health and safety.

Working Practice

The principles of Safer Working Practice will be adhered to which include as examples:

- NOT consuming alcohol, smoking or using recreational drugs during their working time, whilst on site or 12 hours before they start their duties.
- NOT to shower with students
- NOT to work alone with children behind closed doors
- NOT have 'favourites'.



Procedures for Off Site Trips

- CPUFC must complete a Risk Assessment for each trip taking place.
- Only approved transport or transport companies approved can be used for travel.
- The Trip Co-coordinator must be at the departure point at least 10 minutes before the scheduled time.

The Trip Co-coordinator must have in their possession the following information about the students travelling:

- Full name of student,
- At least two Emergency Contact numbers for parents, (including mobile numbers),
- Details of any medication being taken by students,
- Any other relevant medical information including allergies, epilepsy, asthma etc.,
- Before departing, the Trip Co-coordinator must take a full head count of all children travelling, all children must be accounted for before departing.
- On arrival and before leaving all venues, a further head count must be completed.
- All staff must have a list of the children's names for which they are responsible for on the trip.
- Staff must be allocated around the bus as to manage behaviour difficulties that may arise.

Travel Supervision:

- Adult to Student Ratios 1: 8 for under 8's 1: 10 for over 8's
- These Ratios MUST NOT be exceeded

Code of Conduct for Travelling

- Students must remain seated at all times with safety belts fastened.
- Shouting out of windows is not permitted
- Mobile phones should be switched off unless prior permission is given for their use
- The playing of loud music is not permitted.
- Waste food, and other debris, must be properly disposed of in bin bags.
- All must behave in a manner to ensure the safety of everyone on the coach.



Matters arising when travelling

In the event of an accident or a student becoming ill, the following procedures must be followed:

- The Trip Co-coordinator must take charge of the situation
- At all venues visited the relevant accident/ sickness procedures must be followed.
- The Trip Co-coordinator must inform the Head Coach who will contact parents to inform them.
- If the student requires hospital treatment, the Trip Co-coordinator must designate a member of staff to accompany the student to hospital by ambulance.
- If the child is being taken to hospital by car, two members of staff must accompany the child.
- The child must sit in the rear seat of the vehicle.
- The member of staff must keep the Head Coach up to date with events at the hospital.
- The Trip Co-coordinator must immediately complete a full written account of the incident.

Collection of Young People

- All children must be collected from the designated pick up point by a parent/carer or authorised person.
- Staff must sign the child out.
- In the event of a parent/ carer failing to collect their child at the end of a session, under no circumstances must a child be allowed off-site or left unsupervised.
- All possible attempts must be made to contact the parent/ carer using Emergency Contact Numbers.
- If contact cannot be made, staff must contact the Police Child Protection Unit or Safeguarding Manager for advice.

Staff must ensure that:

- A conversation record has been made - including the name and position of the person contacted.
- They continue to try to contact the parent/ carer and emergency contacts.
- Senior staff are informed of the situation (including the CPUFC Safeguarding Officer or his/her Deputy)
- A full written report is completed for the CPUFC Safeguarding Officer.



- Should it be necessary to transport the child home (with the permission of the parent/ carer) two members of staff should accompany the child.
- The child must sit in the rear seat of the vehicle.

What to do if a child is reluctant or refuses to be collected

If a child speaks in confidence to a member of Staff stating that they do not want to return home at the end of a session, the staff member must remember that the first duty of care is to ensure the young person's safety. In the presence of a second person, encouragement must be given to the child as to the reasons why he does not wish to return home. If the reasons given suggest that the child is being abused, staff must inform Children's Services or the Police Child Protection Unit. If the child has been involved in an argument at home, staff must use their considered judgment as to whether the child would be at risk by returning home. This involves responsible and serious decisions being made. Should staff have any doubts, they MUST contact their Safeguarding Officer, Children's Services or the Police Child Protection Unit for advice. If the reluctance to return home appears to relate to 'naughtiness', petty quarrels at home, or trivial matters that do not put the child at risk, the parents should be contacted to resolve the matter.

Missing Children

- Should a child go 'missing', this should be reported to the Head Coach, who will begin search procedures.
- If the student is not found after a search, the police and the child's parent/ carer should both be telephoned urgently.
- The parent should be reassured that appropriate steps are being taken.
- The police should be provided with full details and descriptions of the student. The coaches should be concerned for the needs of the other students in the group who may have become alarmed.



Technological Communication

- For the purpose of this policy 'technology' includes the use of mobile phones, text messaging, e-mails and all forms of electronic Messaging Services and Web Sites.
- Communication between Children and adults, by whatever means, must only take place within the boundaries of professional behaviour.
- Staff must not give their personal contact details, including home/ mobile 'phone numbers or e-mail or messaging addresses to children with whom they are in a position of trust with, nor may they respond to any personal information from children.
- Should a child contact staff, they must notify their line manager immediately.
- Designated Staff must ensure that any communication with children is used only for professional reasons, and that parents/ carers are aware and have consented to such contact.
- Club e-mail systems should be the primary means of forwarding information if parents have given their consent for the use of this means of communication. The only permissible information to be communicated would be to inform players and their parents/ carers of any urgent changes in arrangements of any message.

Texting an Electronic Communication

- Text messaging makes staff vulnerable and should under no circumstances be used for personal communication.
- Personal telephone numbers e-mail, e-mail, Social Networking or other Electronic Communications addresses should NEVER be given to the young people you work with at Cerebral Palsy United Football Club.
- All communications between Cerebral Palsy United FC and young people should be through the Company Offices.
- If in the cases a child text's a member of staff, they should notify their Activity Designated Person and the child's parent at the earliest opportunity.
- Staff should constantly reinforce to parents that their contact numbers or email addresses are not to be shared with children.



Social Media

Most children will assume they are safe when using the Internet because they are in their own home. They will usually assume that the person they are chatting with is who they say they are. Using the Internet is now central to how children and young people stay in touch with their friends and family by using Social Networks like Facebook, MySpace, twitter and bebo. However the Internet is also a public place and while bringing many benefits and opportunities, also opens up new risks and challenges.

Cerebral Palsy UTD FC has teamed up with the Child Exploitation and Online Protection (CEOP) Centre, to promote the awareness of social networks to young people. It is advised that parents, adults, children and young people access awareness training by CEOP.

Advice to Children

- Don't give out any personal information: Guard your home address and family information. Abusers will use this to groom a child or young person over the Internet.
- Do not save images of a child in Cerebral Palsy United FC clothing on a social network: Those who wish to harm children will use this as a tool to gain trust in them and it will create an obvious connection of celebrity status which children and young people are interested in.

Report inappropriate behaviour:

- Report incidents of bullying, sexual exploitation, or other fraud to the chat room moderator (as well as to the police if applicable).

Advice to Staff

- CPUFC staff must not use the Internet to contact children and young people they coach or care for.
- Do not become 'friends' on social networks with children and young people that you coach or care for.
- If you are concerned about the way a player is attempting to contact you via the Internet e.g. using a social networking site or a chat area, speak to your Safeguarding Officer or the Safeguarding Manager.
- Remember that even when outside of work, the law deems that if you are in a position of trust, this must be maintained at all times.



The taking of Images of Children and Young People

- In accordance with guidance from the Football Association and the Premier League, the only photography allowed at activities will be that taken by designated CPUFC photographers(s), who will receive a clear brief about what is appropriately required.
- CPUFC must have parental consent to use a player's image if it is to be used in the public domain.
- Do not publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.
- Ensure that ensuring that their image is not placed in the public domain protects any child in a CPUFC activity, which is under care proceedings. Using a consent form can do this, so that parents/carers can identify whether this applies to children in their care.
- The image should focus on the activity and not the child or young person.
- Ensure that those featured are appropriately dress - a minimum of a vest/shirt and shorts is required.

Reporting Procedures

Dealing with concerns, when you become aware of an issue:

- Stay calm and reassure the child they are not to blame.
- Make sure the child is safe.
- DO NOT make any promises.

Is it an abuse situation?

YES – does the child need medical attention? YES – take to the hospital, and then contact the safeguarding officer.

NO – contact the Safeguarding Officer.

- Record the incident
- Factual, accurate, dated and signed.
- Do not add your own opinions or feelings to your report.
- Give it to the Safeguarding Manager or Safeguarding Officer.
- If the situation does not involve a family member, you can talk to the child's parents.
- Do not gossip with staff or children.



- Follow Guidance from the Police, Social Services, The FA, and The NSPCC or from the safeguarding officer.

Management Process for dealing with allegations

- Allegation reported to the Safeguarding Officer
- Who refers the matter to the Head Coach.

Head Coach and Local Authority Designated Officer (LADO) assess the concern:

- Criminal
- Harm
- Unsuitable Behaviour

Criminal: Leads to Police involvement and legal statutory action.

Professional Abuse Strategy Meeting

Conviction leads to Criminal Proceedings.

Non-conviction leads to CPUFC disciplinary action, possible outcomes are termination, training and supervision or no further action.

Harm – Leads to statutory involvement and legal statutory action

Professional Abuse Strategy Meeting - LADO recommendations to CPUFC disciplinary action: possible outcomes are termination, training & supervision or no further action.

Unsuitable Behaviour - CPUFC disciplinary action: possible outcomes are termination, training and supervision or no further action.

The LADO will advise if a referral to the Disclosure & Barring Service is require following the outcome of each case.